Instructions for Completing .pdf field-fillable forms

1. Create a file-folder on your C: drive (or on a network drive).

2. Save each file to the new file folder.

3. Browse to the new file folder you created (by using My Computer or Windows Explorer).

4. You can create a shortcut for each PDF file by holding the right mouse button down, dragging the icon out to the desktop and selecting 'Create shortcuts here'. If you don't create a shortcut you will need to browse to this folder each time it's needed.

Repeat the following steps for each PDF document when needed:

5. Double-click on a PDF document (or shortcut) to open it.

6. **You can save data that you type into the Marriage Certificate forms**. After you enter the information from the marriage application, select <**File**> from the main menu bar, then the <**Save As**> option from the drop down list. Be sure to change the file name to indicate the couple's name so you can pull it up again in case it has to be corrected or re-done. After the return of marriage has been successfully registered, the partially completed document can be deleted.

7. Use the **<tab>** key to navigate through the fields. **Shift+TAB** (held down at the same time) will navigate the fields in the reverse direction. Use the **spacebar** to select or de-select the **X** in a checkbox fields.
   OR
   You can navigate through the form by clicking on each field with the left mouse button.

8. The cursor is at the County of license when opening the file for the first time (the field will be white, while the other fields may appear bluish). After entering the license number, the cursor will go to the checkboxes along the side for Party A -- <**tab**> to the correct checkbox and press the spacebar to select/de-select, or use the mouse. The <**tab**> goes to the checkboxes for Party B immediately after the fields for Party A.

9. Dates will convert to spelled out (mmmm dd, yyyy). You can enter it with numbers using hyphens or slashes (e.g., 01-01-2000 or 01/01/2000) on the number pad.

10. The user can <**tab**> through any field in which there is to be no answer (e.g., Gender).

11. All fields are text fields. **Use upper/lowercase,** not all caps.

12. The date of marriage on page 2 may be handwritten in after the certificate is returned for registration, just don't use a pen or marker that will bleed or show through.

13. <**tab**> through the fields, most of which will automatically center the text under the heading. If not, use the spacebar to center so the name fields appear under the appropriate headings. In some of the forms, when entering a long name the font will get smaller and smaller as the text field is filled up rather than truncating the name.

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